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16 AUG 1962

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: : Annual Report of Records Management Activities
for OSI

1. The following figures cover the Records Management activities for this office for the period 1 July 1961 through 30 June 1962:

- a. Cubic feet of records on hand 1 July 1961 2436.2
- b. Cubic feet of records on hand 30 June 1962 2730.1
- c. Amount of records destroyed in office
during FY 1962 182.9

2. The attached Records Control Schedule for OSI is forwarded for your review and approval. The schedule has been revised and changes have been made either in files identification or in the dispositions instructions for several of the items. To assist in your review, we are attaching a list reflecting these changes.

3. The following files have been transferred from OSI to other components of the Agency:

ICIS Committee Files (Item 3a) - ICIS responsibility was transferred to DD/P and all files held by this office were forwarded to DD/P in January 1962. Approximately one cubic foot of material was transferred.

OSI/ESPD (formerly ELINT Staff) files and equipment were transferred to the Office of ELINT, Deputy Director/Research in July 1962. Physical location of these files and equipment is still within the OSI area. A breakdown of the various file series and types of equipment included in the transfer is reflected on a separate attachment to this memorandum.

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